

New School Site Notification Request

Adding a school site

Required Materials for Administrative Completeness:

- Board minutes approving the change (If the body is subject to Open Meeting Law, minutes must comply with A.R.S. §38-431.01)
- Certificate of Occupancy, approved for education use
- Current Fire Marshal's Report, approved for education use
- Lease Agreement or proof of purchase for facility
- Copy of Fingerprint Clearance Card for school site administrator
- Copy of liability insurance coverage
- Narrative describing:
 1. Provides background and support for expansion
 2. How additional school site supports the philosophy, methods of instruction, special emphasis, and mission of the charter.

Eligibility Criteria –

In order for the request to be considered by the Board, the charter holder must:

- Meet or demonstrate sufficient progress toward the level of adequate academic performance as set and modified periodically by the Board.
- Currently not be having 10% withheld for failure to timely submit its most recent annual audit.
- Be in “good standing” with the Arizona Corporation Commission. This is determined by accessing information available through the Commission's website.
- Not have a repeat corrective action plan issue identified through the most recent annual audit as defined by the Board's Audit & Compliance Questionnaire Follow-up Matrix. The amendment hold remains in place until compliance is demonstrated through the next annual audit or agreed-upon procedures, if the procedures have already been developed by the Board.
- If applicable, have received notification from the Board that the current fiscal year audit corrective action plan has been completed.
- If a special education corrective action plan is in place, be in compliance with the plan's requirements. This is determined by information provided by the Arizona Department of Education's (ADE) Exceptional Student Services Division.
- If applicable, have a “compliant” status reflected on the ADE's Grants Management website for each grant for the past four years.

- If applicable, be in compliance with No Child Left Behind requirements. This is determined by information provided by the ADE's Academic Achievement Division.
- If applicable, be in compliance with National School Lunch and Breakfast Programs requirements. This is determined by information provided by the ADE's Health and Nutrition Services Division.
- If applicable, be current in submitting employer and employee contributions and reports to the Arizona State Retirement System (ASRS). This is determined by information provided to the Board by ASRS.